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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 FROM : Deputy Director of Training (General)  
 SUBJECT: TR(G) Weekly Summary Report

DATE: 28 November 1952

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2. Representatives of the Office of Training and those of interested IAC agencies attended a meeting called by the AD/IC on the subject of language reference materials. It was concluded that a survey would be initiated to determine the nature and scope of contracts already made for the acquisition of language reference materials by CIA and other interested government agencies. This information, when obtained, is to be carefully studied and the determination made as to the future needs and the extent to which these needs may be beneficial to all agencies. This plan will eliminate duplication and will make available to other government departments and agencies all language materials produced.

3. The Office of Training has made arrangements with the Civil Service Commission for the entrance of CIA personnel between the grades GS-9 and GS-12 into the Career Development Program for Administrative Officers. This program will begin in February 1953 and run for five months. The training will consist of orientation, study programs on the basis of career objectives, public administration, preparation of research reports, and seminars.

4. At the request of the CIA Medical Office an expanded training program is being planned whereby representatives of that Office will obtain essential visual aids for furthering its own technical training programs, management training, and appropriate portions of other training courses which will give to Medical people the essential background in the USSR and certain techniques required for medical support activities in the field.

5. As of 28 November, 469 CIA personnel are enrolled in TR(G) courses and 234 in external training, making a total of 703 in training programs sponsored by the Office of Training (General).

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cc: TR(G) Division and Staff Chiefs

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